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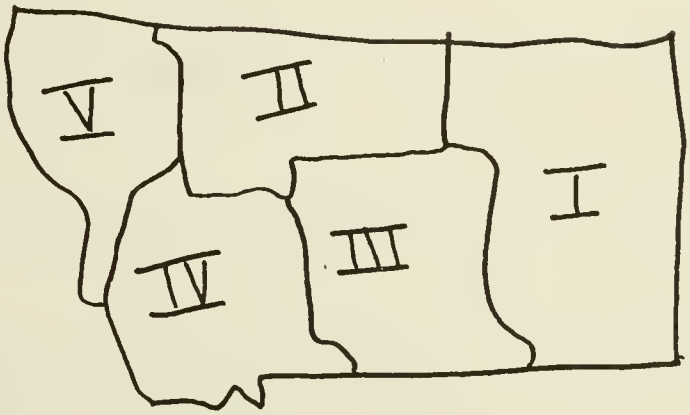
STATE PLAN
FOR
REHABILITATION FACILITIES



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ADDENDUM

REHABILITATIVE SERVICES DIVISION

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STATE OF MONTANA

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

* REHABILITATIVE SERVICES DIVISION *

REHABILITATION FACILITIES PLAN

1977-78 ADDENDUM

For The Establishment And Improvement Of

REHABILITATION WORK-ORIENTED FACILITIES

REHABILITATION MEDICALLY ORIENTED CENTERS

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division

Helena, Montana

October, 1977

DISCRIMINATION PROHIBITED --

Title VI of the Civil Rights Act of 1964 states:

> "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states:

> "No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with these laws.

F O R E W A R D

The 1977-78 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" means:

> A facility which is operated for the primary purpose of providing vocational rehabilitation services to or gainful employment for handicapped individuals, and which provides singly or in combination one or more of the following services for handicapped individuals: (1) Comprehensive rehabilitation services which include, under one management, medical, psychological, social, and vocational services; (2) testing, fitting, or training in the use of prosthetic and orthotic devices; (3) prevocational therapy; (4) speech and hearing therapy; (5) psychological and social services; (6) evaluation; (7) personal and work adjustment; (8) vocational training (in combination with other rehabilitation services); (9) evaluation or control of special disabilities; and (10) transitional or extended employment for the severely handicapped who cannot be readily absorbed in the competitive labor market: Provided, That all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to practice medicine or surgery in the State.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services Division has a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Addictive Diseases Bureau of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities, the Rehabilitative Services Division relates to such facilities only as vendors and occasionally as consultants in the certifying of such.

This eighth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968. In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana. (See Appendix C) Those particular facilities are discussed in this state facility plan. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

W. R. Donaldson
W. R. Donaldson
Administrator
Rehabilitative Services Division

H I S T O R Y

OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within

the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has again been implemented once. Unless the RSA Regional Office opinion of such, changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Superintendent of Public Instruction's Office initiated a statewide regionalized planning effort to consolidate service delivery efforts to all individuals from zero (0) through twenty-five (25) years of age who possess handicapping disabilities. This effort, now dictated by law, has provided more business for rehabilitation facilities within the state. In addition, the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).

II. A $200,000 Extended Employment Program.

III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars ($5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal

and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been on going for three (3) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy regarding facility accreditation and certification is stated in Appendix A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated $200,000.00 for implementation. The first year of the program, $75,000.00 of the $200,000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining $125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source to support them in Extended Employment. Approximately 50 disabled individuals in five (5) facilities benefited from the services the first year. The second year of the program, the total $200,000.00 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefited from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefited from the Extended Employment service.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff

placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project, which is now entering its third year.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided quarterly to the Rehabilitative Services Division in a Management Information System (MIS) format (Attachment D). This data allows the Division to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to $5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set-aside" legislation during the 1977 session. The legislature did pass a bill requiring state departments and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law and awaits implementation.

REHABILITATION FACILITY ADVISORY COUNCIL

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. This Council (with a MARF representative as a member) for the Division is advisory in all phases of the vocational rehabilitation program. Thus, it is advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Council is as follows:

I. Purpose

   A. Represent public and private interests as they pertain to rehabilitation facility planning.

   B. Serve in an advisory capacity to the rehabilitation agency facility staff.

   C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

   A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.

   B. The Council will advise on:

      1. Current status of rehabilitation facilities in Montana. (See Attachment C - 1976 Council Resolution)

      2. Immediate and long-range needs of Montana rehabilitation facilities.

3. Requirements and standards for continuing program to evaluate such needs.

4. The effectiveness of programs developed to meet these needs.

C. The Advisory Council, in addition, will be concerned with the following:

1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.

2. Methods of maintaining quality service and effective utilization of centers.

3. Upgrading and expanding existing facilities prior to new development.

4. Rehabilitation facility need based on population, geography, and disability factors.

5. Development of a priority list for rehabilitation facilities.

6. Methods of implementation of final recommendations to solve current needs.

EXPLANATION OF ENTRY CODES
FOR
INVENTORY FORM

1. Enter name or number of planning area.

2. Enter the city or town, county, and name of workshop or facility listing all workshops or facilities in each city or town consecutively in alphabetical order. List out-of-state facilities and workshops separately.

3. Type of Facility:

   1. Rehabilitation Center -- an organizationally autonomous and legally constituted entity providing a range of services in the field of rehabilitation.

   2. Rehabilitation Center (general hospital or university unit) -- similar to #1 but represents a part or unit of a larger medical complex.

   3. Evaluation Unit -- an organized program of services, usually physically separate, designed to identify the individual's assets and liabilities as they relate to vocational objectives. Such units may be found in State institutions, public schools, etc.

   4. Workshop -- provides evaluative and therapeutic vocational services and/or remunerative employment to the severely disabled.

   5. Other -- if this category is used, identify what type of facility it is.

4. Enter the sponsorship of the workshop or facility, using the following codes:

PUBLIC	NONPROFIT
1. City	6. Community nonprofit association
2. County	7. Church affiliated
3. State vocational rehabilitation agency	8. Other nonprofit
4. Other State	
5. Other Public	

5. Enter interest which sponsor has in property, using the following codes:

   1. Own 2. Rent or Lease 3. Rent Free

6. List major disability groups being served. Include only those groups which comprise a significant proportion, at least 10 percent of the total caseload.

7. Services. Enter services provided in the facility or workshop using the following code:

   1. Medical evaluation -- Services involving medical diagnostic procedures and consultative evaluations.

   2. Medical management -- Services involving the progressive treatment and supervision of client medical problems as related in all program areas while in residence or attendance at the facility.

   3. Physical Therapy -- Includes the general area of physical restoration services rendered by physical therapists.

   4. Occupational Therapy -- Includes the application or use of any occupations for remedial purposes under the direction of occupational therapists.

   5. Speech and hearing services -- Includes the services rendered by speech pathologists, audiologists, and related personnel.

   6. Psychological -- Includes services related to the mind and mental functioning, particularly as demonstrated in behavior.

   7. Social Service -- Includes the services rendered by a social worker, family counselor, and similar personnel working in the field of social adaptation.

   8. Vocational counseling -- Includes the process of vocational guidance, selection, and follow-up.

   9. Vocational Evaluation -- Services related to the determination of the adaptability of individuals to particular careers or lines of endeavor by behavioral observation through an organized process of job tryouts and sampling, either simulated or actual.

   10. Vocational Training -- Includes services rendered in connection with the fitting of a client for gainful employment. Such work normally is performed by vocational instructors, occupational skill instructors, industrial arts instructors, and similar types of teachers.

   11. Job Placement -- Services rendered in connection with providing jobs for clients, usually done by vocational counselors or placement specialists.

12. Workshop Employment

a. Transitional - workshop employment of a temporary duration where clients, after suitable work adjustment training and exposure, are expected to go on to the competitive fields.

b. Extended - workshop employment of an enduring or permanent duration under circumstances where there is little chance of the client moving to a competitive environment and where he must continue under sheltered and protective conditions.

c. Work Activities - Provision of therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacities inconsequential.

13. Other - Any other service which is not covered by the above categories.

8-A through 8-D. In the following columns, differentiate between in-patient and out-patient statistics by underscoring in-patient statistics.

8-A. Enter the total number of clients who were served by the facility during last fiscal or calendar year.

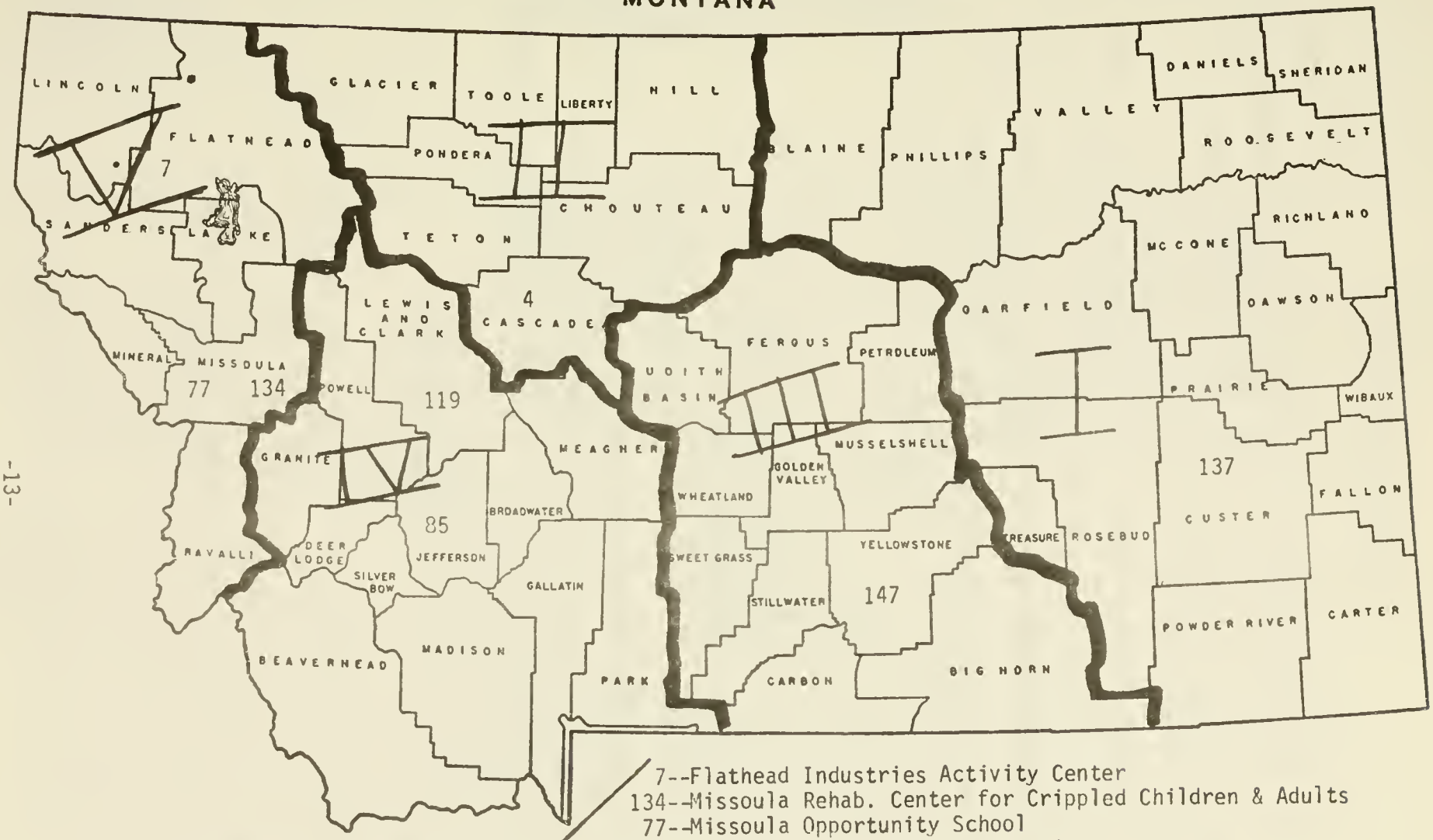
8-B. Of the total number in 8-A, enter the number referred or sponsored by the State vocational rehabilitation agencies (regular and blind).

8-C. Enter the average number of clients being served daily by the facility or workshop.

8-D. Enter the percentage of utilization represented by the figure in 8-C compared with the total capacity of the facility.

FISCAL YEAR 1977

MONTANA



No. 1050 — County Outline Map
STATE PUBLISHING COMPANY
Helena
80 Pads - E - WY

Number of clients served in facilities

7--Flathead Industries Activity Center
134--Missoula Rehab. Center for Crippled Children & Adults
77--Missoula Opportunity School
119--Helena Rehabilitation Industries
85--Butte Sheltered Workshop
4--Easter Seal Adult Training Center
147--Billings Sheltered Workshop
137--Eastern Montana Industries

CONTINUING ACTIVITY

While adherence to the base-satellite concept of facility development and expansion in Montana has not always existed, the resolution in Appendix C by the Division's Advisory Council is proof of the original concept's continued existence.

The Montana Rehabilitative Services Division will annually submit an addendum and modification of the State Plan for rehabilitation facilities and workshops reflecting both quantitive data and narrative statements substantiating changes that have occurred since the writing of the previous addendum. When appropriate, future addenda will continue to reflect the following:

1. Advisory Council matters,
2. Planning relationships with other agencies,
3. Changes in the state planning regions,
4. Inventory of rehabilitation facilities,
5. Narrative of each such facility,
6. Identification of rehabilitation service deficiencies,
7. Identification of priorities in the establishment and expansion of rehabilitation facilities,
8. Identification of continuing activity.

State Workshops and Rehabilitation Facilities Plan
INVENTORY
Form I
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Form Approved
Budget Bureau No.

State Agency MONTANA

	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
III	Blgs.	Yellow stone	Billings Sheltered Workshop	4	3,4, 5	2	Mentally retarded Mental Illness Emotional Disorder	8, 9, 10 11, 12a, 12b, 12c	293	147	29.61	88%

BILLINGS SHELTERED WORKSHOP

3116 FIRST AVENUE NORTH
BILLINGS, MT 59102

The Billings Sheltered Workshop, Inc., governed by a nine (9) member Board of Directors, is a private, non-profit corporation that has been providing habilitation and rehabilitation to the disabled since January of 1971. A well-qualified staff of 28 people provide the following services.

Transitional Employability Training:

An intensive training program of developing good worker habits while the client is engaged in "real work", producing marketable products in an actual setting is supported by vocational counseling and classroom activities.

Clients referred to this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, work attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated monthly in staffing sessions. The client is also exposed to a variety of work environments in the auto detail, woodworking, needle trades, or janitorial area. For those persons lacking occupational goals, vocational exploration activities will be offered to them. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a 90-day follow-up is provided to ensure successful placement.

The Transitional Employability Training program is contracted to provide ten (10) training slots to RSD and two (2) slots to School District #2.

Extended Employability Training:

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered these clients ranging from training in such areas as personal hygiene, functional academics, appropriate interpersonal communication and behaviors to skill training in the "real work" production areas.

Progress of these clients is reviewed quarterly. If a client exhibits proficiency in all levels of evaluation he may be referred to RSD for either Transitional Training or placement services.

The Extended Employability Training program is contracted to provide nine (9) training slots to RSD, 53 to D.D. and three (3) to School District #2.

Vocational Evaluation:

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses standard, but comprehensive, evaluation systems which include the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients are referred to this service from the Rehabilitation Services Division (125 evaluations), School District #2 (25 evaluations), as well as occasional referrals from Industrial Accident, Division of Visual Services, Vo-Tech, and the Veteran's Administration.

Job Seeking Skills and Placement:

This service is offered for persons who need assistance in selecting an occupation, learning how to find and how to hold a job. Following formal training, the client begins the job search with the assistance of the job placement specialist. The counselor provides a 10-week follow-up on clients after they have been placed on a job to ensure successful placement.

Certification and Licensing:

The facility complies with local fire, safety and health codes as well as being certified by the U.S. Department of Labor Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by O.S.H.A.

Financing:

The facility is funded by the Rehabilitation Services Division, School District #2 and the Developmental Disabilities Division through purchase of service contracts. The facility participates in United Way sharing.

State Workshops and Rehabilitation Facilities Plan
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	Location											
	City or Town	County	Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
IV	Butte	Silver Bow	Butte Sheltered Workshop	3,4	3,4, 5,6	1,2	Developmentally Disabled Emotionally Disturbed Physically Handicapped	7,8,9, 10,11, 12, a,b, c	125	85	55	93%

BUTTE SHELTERED WORKSHOP

207 S. MONTANA STREET
BUTTE, MT 59701

The Butte Sheltered Workshop is a private, non-profit corporation that has been providing services for handicapped people for twelve years. The Workshop is governed by a twenty-one member board of directors. The services are carried out by a nineteen member staff, composed of an executive director, vocational evaluator, client services supervisor, contracts manager, placement supervisor, executive secretary, three department supervisors, assistant supervisor, food service instructor, four special ed teachers, and four clerical personnel.

PROGRAMS:

The existing program of services offered by the Workshop consists of the following: (1) vocational evaluation, (2) work adjustment training, (3) food service training, (4) extended employment, (5) prevocational training, and (6) job placement.

Vocational Evaluation

The purposes of the evaluation phase of the Workshop are as follows:

1. To assess a person's functioning.
2. To assess his/her potential functioning.
3. To determine if potential functioning, when obtained, will be adequate for employment.
4. To determine the remediation procedures that will enable the person to move toward his/her potential functioning.
5. To determine, from the attitude patterning, the type of employment for which the client is best suited.

Various methods are used in the evaluation process, such as work samples (available via the Singer Graflex and Valpar systems), psychometric tests, interviews and actual work tryouts, both within the agency and also on outside job slots.

Work Adjustment

While evaluation centers on the handicapped person, per se, the activities are highly personalized. Since the activities are aimed at an appraisal of the individual's deficiencies and remaining capabilities, it can be said that, activities are of a psychological nature.

In work adjustment, the climate is more of a group structure and the emphasis is placed and aimed at the intermediate point between dependence and independence. The opportunity is provided for the client to become gradually oriented to other people and become active in a large environment, simulating a competitive work atmosphere. Thus, it can be said, the emphasis in work adjustment is social adjustment in nature. Further, work adjustment makes disciplinary demands on the client which are in direct contrast to the acceptance he has received heretofore. These disciplines are calculated to give him exposure to competitive industries' behavioral demands.

Food Service Training

The purpose of the food service program is to instruct handicapped men and women in food service areas, such as, kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.

2. Rules of conduct, relationship with other employees and employers.
3. Safety rules.
4. Job opportunities.
5. Care and use of equipment, stationary pieces, small appliances, and hand tools.
6. Sanitation in food handling.
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups, and etc.
8. Methods of service, table setting, etc.
9. Kitchen maintenance, dish washing, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing one meal a day for approximately 50 people.

Extended Employment

Extended Employment provides an opportunity for those clients who are not ready for competitive employment to improve their work skills. Examples of the work that clients perform in the extended employment program are: packaging of nuts and bolts, which includes weighing, sorting, counting, labeling, assembling, stapling, folding, and etc. There is also the fabrication of redwood planters and other products made of wood. Sewing, arts and crafts, and miscellaneous contracts provide a wide variety of paid work experience for these people in the work activities area.

Functional Living Skills

This phase of the service provided by the Workshop, gives the clients training in those skills, other than specific vocational skills that are necessary to decrease dependency. General vocational prerequisite skills are taught, as well as, basic personal care, cooking, budgeting, shopping, self help techniques, with regard to obtaining assistance from agencies, such as banks, hospitals or social services departments. Community awareness is provided through this program, in the form of tours and excursions which broaden the experiences of the clients and give them information on where to look for other services.

Placement

Preparation of clients for competitive employment is attained through the programs described above. At the point when a client has achieved the majority of skills for a job, he/she is referred to the placement department where a suitable job can be found for him/her. A job readiness class is provided, which instructs the client in the proper methods of interviews for jobs, filling out forms, types of jobs available, etc.

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U.S. Department of Labor, to provide evaluation and training services, work activity and sheltered employment. The commission on Accreditation of Rehabilitation Facilities has given the Workshop a three-year accreditation.

Funding

Funding of the Workshop is by the Rehabilitative Services Division, Developmental Disabilities Division, Veterans Administration, United Way, donations, and federal and state grants.

State Workshops and Rehabilitation Facilities Plan
INVENTORY
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	City or Town	County										
1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
I	Miles City & Sidney	Custer & Rich-land	Eastern Montana Industries	4	8	2	Mental Retardation	5, 7, 8, 9, 11, 12. A, B, C	222	137	86	118%

EASTERN MONTANA INDUSTRIES

P. O. BOX 636
MILES CITY, MT 59301

During the sixth year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center:

The Work Activities Center provides for Vocational Training, Independent Living Skills Training, Sexuality Training, and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training, Sexuality Training, and Intensive Training.

Intensive Training Unit:

The Intensive Training Unit (ITU) was created late in FY77 to meet individual training needs for skills prerequisite to entry to one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients (WAC), ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop the Individualized Habilitation Plan.

Independent Living Skills Training:

Independent Living Skills Training covers the whole gamut of skill training. Basically this is broken into two areas, Self-Management Skills and Communication Skills. Self-Management Skills include: Food preparation, budgeting and money management, time telling, grooming, socialization,

recreation, laundry, use and upkeep of kitchen appliances, house cleaning, telephone usage, traffic sign recognition, and general hygiene skills.

Communication Skills include speech, language, writing, and reading.

Sexuality Training Program:

The Sexuality Training Program provides assistance to clients who have misconceptions or are confused about their sexuality. The program provides for a spectrum of sexual needs varying from learning how to act in a heterosexual group activity, to understanding the structure and function of the human reproduction system. Sexuality Training is completely dependent on the needs of the individual clients, whatever they may be. The basic emphasis is to help clients to achieve socially acceptable behavior.

Obviously, a client does not receive instruction in each skill every day. Rather, an individualized plan is drawn up which capitalizes on the client's strengths and develops his weaknesses.

It must be noted that the Work Activities Program remains very flexible to accommodate individual needs. This loose structure allows the addition of outside services to the Work Activities Program. These services include: speech therapy, medical and dental care, Mental Health services, homemaker services, and the like. These services are found to be a beneficial addition in terms of serving an individual's total needs.

Speech Pathology:

The Speech Pathologist works with a multi-disciplinary team, providing diagnostic and therapeutic services to speech and/or language impaired clients. The full-range of services, involving the development of home programs, teacher and guardian conferences, audiological screening, and in-service training are available.

Work Adjustment Training:

Work Adjustment Training (WAT) takes the form of teaching "Positive Worker Traits" rather than concentrating on developing specific vocational skills. The training focuses more on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality, and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients are placed in competitive job situations, and receive classroom training in Job Seeking Skills, World of Work, and when appropriate, Driver's Training.

Job Placement:

The Job Placement Program at Eastern Montana Industries is a program of Vocational Training and training in job seeking and job survival skills for the handicapped. The goal of this program is the placement of handicapped individuals in competitive employment and ultimately their assimilation into the main-stream of everyday life.

Vocational Evaluation Program:

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, which range in complexity from simple assembly through complex tasks which require reasoning, judgment, and overall organizational ability. The client is then rated on attitude, speed, quality, dependability, and punctuality. This process determines physical skills, and areas of job interests. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 square miles.

Group Home Program:

The Group Home is a seven day a week, full time program involving two full time Group Home Operators and a Relief Group Home Operator. The operators are involved in the training of eight clients in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. Again, the emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

Transportation:

Transportation services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

Functional Academics:

The Functional Academics Classroom provides academic training for all clients enrolled in the Sidney Satellite. The Functional Academics Classroom is a self-contained classroom, which does double duty as a resource center. Each student is instructed in various skills areas to capitalize on his assessed strengths and to improve his weaknesses. Functional academic areas covered in the classroom are: reading, mathematics, time telling, social skills, job training skills, personal hygiene, daily living skills, and recreation.

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1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
II	Gtfls	Cascade	Easter Seal Adult Training Center	4	8	1	Developmentally Disabled	5, 8, 10, 11, 12-A,B,C,	73	4	60	67%

EASTER SEAL ADULT TRAINING CENTER

4400 CENTRAL AVENUE
GREAT FALLS, MT 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled, (the mentally retarded, epileptic and cerebral palsied), physically disabled, and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal Society for Crippled Children and Adults of Montana, Inc. and the State of Montana, Department of Social and Rehabilitation Services. The Easter Seal Society is the program vendor with Adult Training being a division of Easter Seal's statewide services. Other funding is provided through Easter Seal contributed income, local school district service fees, income generated in the Adult Training Production Area and other sources.

The Adult Training Center is responsible to the Easter Seal Society State Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one Director and 25 other staff consisting of: Work Adjustment Supervisor, Marketing Director, Work Activity Program Director, Work Activity Academic Manager, Work Activity Prevocational Manager, Production Program Director, Production Training Manager, seven (7) work activity trainers, six (6) production supervisors and trainers, one administrative assistant, one secretary, one bookkeeper, and two bus drivers. Other staff provided by the State Easter Seal Society for use by the Adult Training Center are: two (2) Speech Pathologists, and one (1) Accountant.

Program and Progress Reports

The mission of the Adult Training Center is to provide community based independent living skill training, vocational development, placement and supportive services to vocationally handicapped persons who are physically and/or mentally disabled in order to maximize independent living skills, communication skills and earned income ability. Referrals to the Adult

Training Center may come through a variety of agencies including: The Montana Department of SRS, School District, and others. The community-wide Habilitation Team is responsible to finally determine the most appropriate program of services for the client.

The following training emphases are included within the Adult Training Center.

Work Activity

Training programs in Work Activity are pre-vocational and vocational in nature. Simulated work projects are utilized to provide training in specific work skill areas and also work attitudes and behaviors appropriate to a work setting. Clients are exposed to real work situations as appropriate. Work done in the Work Activity Area includes collating, mailings and telephone case washing. It can also include wooden toy construction and pen assembly, although these have not yet been started. Clients also participate in a functional academics program. This is an individualized program designed to meet a wide range of specific individual needs ranging from name, color, and number recognition to filling out job application forms. The emphasis is primarily on functional skills also including money recognition and use, time telling, and survival work recognition.

Production

This area exposes the clients to real work situations. The approach is to teach the client specific work habits such as quality and quantity, punctuality and accurate direction following. Work done in Production includes: picture framing, sewing, telephone case refurbishing, weather station refurbishing, wood construction and others.

Placement services are available for clients desiring employment or further training. Follow up services are provided for one year after placement.

Additional services include the following.

A speech and language pathologist provides evaluation and therapy with clients requiring assistance with speech, language and communication skills.

Functional academics are provided such as reading, writing, numbers, telling time, money, etc. Basic health, community services, rights and responsibilities as citizens, and communication skills are also addressed in the training area. Time and gross motor coordination are also available for those who need help with them. Basic hand tool usage and personal and work adjustment groups are set up to help the client better cope with himself and his job.

Plans for the future include the development of "crews with industry" which will make training slots with community businesses available to disabled workers under the supervision of Easter Seal staff.

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V	Kalispell	Flathead	Flathead Industries for the Handicapped	1	6	1, 2	Developmentally Disabled Adults	8, 9, 10, 11, 12, 13, (indep. living basic ed)	43	7	41	100%

FLATHEAD INDUSTRIES

P.O. BOX 685
KALISPELL, MT 59901

Flathead Industries for the Handicapped was incorporated in December of 1973 and, at that time, assumed from Flathead Association for Retarded Citizens the responsibility of establishing a work activity program for developmentally disabled adults in Flathead County. Its purpose is to provide evaluation services, living skills and employment skills training, recreation, residential and supportive services to developmentally disabled adults in order to enhance their integration into the community and to assist them in obtaining an earned income.

In the past few years programming and services have expanded in an effort to increase the actual number and types of services offered, as well as to upgrade the quality of current services provided. Work Activity, Vocational Evaluation, and Work Adjustment/Extended Employment Training Programs are currently provided. Residential services include Winterhawk Group Home for Women, and the newly established Childrens Group Home for severely or multiply handicapped children. An independent living project for those individuals previously living in the community group homes has also been established. This project currently consists of 3 apartment living facilities for men and women. In addition to these facilities, Flathead Industries also sponsors two other independently operated adult group homes here in Kalispell. Loutherback Group Home for Men presently houses 10 male clients, and the Schweigert Group Home for Women provides residential facilities for four clients.

The Work Activity Center provides a comprehensive daily program consisting of vocational training, basic education and independent living skills training, as well as orientation and involvement in socialization

and recreational related activities and skills acquisition.

In conjunction with the Work Activity Program, Flathead Industries also operates a recycling center and a thrift store which provides additional work training for many of its clients, on either a part or full-time basis. Both of these operations are now fully operational and plans are presently underway to make each of the operations totally self-sustaining and both located in a centralized location within the city limits of Kalispell.

In July 1977, the Work Adjustment and Extended Employment programs were started. Potential clients undergo a vocational evaluation, to assess feasibility of competitive employment. The program incorporates previous independent living and basic education instruction with on-the-job training and instruction in job-seeking and job-keeping skills. These include attendance, punctuality, attitude, performance, communication, quality and quantity areas. The program includes help in placement and placement follow-up. At present, two clients have been placed in competitive employment.

The Extended Employment program is designed to fill a service gap for those clients who do not qualify for Developmental Disabilities Division services, but also are not feasible or not ready for Work Adjustment Training and subsequent competitive employment. At present a maximum case load of 6 Work Adjustment and 3 Extended Employment clients is anticipated.

In addition to the Work Adjustment and Extended Employment programs, a Vocational/Work Evaluation program began in October, 1977 and is expected to be fully operational sometime in November, 1977. This program is primarily geared toward usage for Vocational Rehabilitation clients, but will also be available to developmentally disabled individuals currently involved in the Work Training program provided third party sponsorship exists.

The evaluation program will consist of a comprehensive assessment of an individual's work skills, interests and potential, as well as his/her work-related attitudes and behaviors. This assessment is accomplished through the use of psychometric testing and work samples, behavioral observation, and vocational counseling.

The evaluation program is to be physically separate from the Work Training Center and will be housed on the Flathead Valley Community College campus in Kalispell.

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IV	Helena	Lewis & Clark	Helena Rehabilitation Industries	Rehab Wkshp	Private Non-Profit Corp.	Purchasing	Developmentally Disabled, Emotionally Handicapped, & Physically Handicapped	8, 9, 10 11, 12a, b, c, 13	222/ 69 D.D.	119	82	109%

HELENA REHABILITATION INDUSTRIES

1325 Helena Avenue
Helena, MT 59601

Helena Rehabilitation Industries governed by a fifteen member board of directors, is a private, non-profit corporation that has been providing habilitation and rehabilitation services to the handicapped for almost eight years. A well qualified staff of 27 people provide the following services.

Vocational Evaluation:

Helena Rehabilitation Industries Vocational Evaluation Program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observation of the client's organizational skills, ability to relate to supervisors and co-workers, frustration tolerance, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

At the close of the evaluation period, which usually takes about three weeks, an interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, recommendations are made as to the vocational goals the client should pursue. In the recommendation, a series of program goals are established to effect removal of employment hinderances, if any, in order to obtain the job recommended by the evaluation staff.

Work Adjustment Training:

Through a combination of counseling, educational services and work adjustment activities, each client is aided in establishing attainable vocational goals relative to the findings of an evaluation and personal objectives.

After performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skill deficits which impede him/her from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustments as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjustment for one of two reasons: their employment hinderances can be overcome in one to six months, or to evaluate whether they would be better served in other programs.

VR Extended:

Clients of Helena Rehabilitation Industries, who require more than six months of Work Adjustment training, and who have not been diagnosed as developmentally disabled, receive services under VR Extended Employment.

Under this program, while the emphasis is on counseling, acceptable behaviors, work attitudes, and experience over a longer period of time, the aim is to aid the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on work and social levels.

Clients of this agency who are placed in this program remain in VR Extended until such time as they can emotionally and physically handle the rigors of competitive employment and are then transferred to work adjustment training for "outside" placement.

As is the case in all other programs at Helena Rehabilitation Industries, a formal, individual program plan is used as an integral part of the total plan in attaining each client's vocational goal.

Shoe Repair Training Department:

This is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. It will acquaint the trainee with about everything he will encounter in shoe repairing.

The goal is to get all clients that complete the course to a point where they are employable and will be an asset to themselves and their future employers.

Helena Indian Alliance, VR, CETA and VA clients are served in this program.

Title XX Program:

The Title XX Program is designed to provide services for persons in this community and other parts of the state, a training in pre-vocational skills and specific vocational skills as well as a sheltered employment situation. The program's goal is to enable developmentally disabled persons to achieve or maintain economic support by employment or to acquire requisite skills for employment in order to prevent, reduce, or eliminate dependency and prevent institutionalization.

A developmentally disabled person is defined as epileptic, mentally retarded, cerebal palsied, or any other nervous disorder that requires the same treatment as mental retardation. The disorder must occur before the age of 18.

The program more specifically provides counseling, individual client staffing, client evaluation, supervised training, job placement and follow up, access to speech and physical therapy, as well as a program geared to help clients with functional education and specific work skills in a Work Activity setting.

S.W.A.P.:

The Special Work Adjustment Program is set up to answer the needs of the students involved in three areas: academics, home-living skills, and pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and craft activities. Pre-vocational training and supervised job placement are also provided for some students.

The program serves students from the Public School Program who are classified as trainable mentally retarded. There are also some students with emotional disabilities. One of the students served by the program is deaf.

The goals of the S.W.A.P. Program are based on the individual needs and abilities of the students served. The main objective of the program is to design an individualized program that will prepare the students to be semi-independent in their living skills and vocational placement.

This three (3) year CARF accredited facility is also certified by the Department of Labor in the areas of sheltered employment, work activity and evaluation and training.

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1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
V	Msla	Msla	Opportunity School Foundation	4	6	2	DD,	8, 9, 10, 11, 12a, 12b, 12c	108	77	41	97%

OPPORTUNITY SCHOOL FOUNDATION

402 MADISON
MISSOULA, MT 59801

The mission of the Opportunity Workshop is to provide employability development, placement, functional development, and support services to physically, mentally, socially, and vocationally handicapped persons. These services are designed to reduce the occurence of institutionalization, maximize daily living skills, and/or to obtain an earned income. The Opportunity Workshop provided these services to 135 adults during fiscal year 1977.

Vocational Adjustment provides services in social and personal adjustment, self help and survival skills, work adjustment, transportation, contract and other work oriented production, and competitive employment training. Vocational Adjustment services were provided to 67 adults during fiscal year 1977. Of that number, seven were funded through Work Adjustment, seven through Extended Employment, and 53 through Title XX. Services were provided to an average of 42 clients per month.

Placement Services are provided for individuals in vocational adjustment. Close supervision and follow-along are provided to insure job retention and to increase productivity. Eleven people were placed in competitive employment during fiscal year 1977.

Occupational Skills Training is provided to vocationally handicapped individuals to assist them in the acquisition of vocational skills and movement into competitive employment. Janitorial skill training, and placement and follow-up are provided for the clients. The program started in April of 1976 with a class of eight people. Twenty-seven people completed training in fiscal 1977.

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1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
V	Msla.	Msla.	Missoula Crippled Children & Adults Rehabilitation Center	1	Non-Profit Private	All Property owned by the organization	Orthopedically Disabled, Cancer, Cerebral Vascular Accident, Multiple Sclerosis, Muscular Dystrophy, Quadriplegia, Paraplegia, Post & Pre Surgery, Burns, Arthritis, Neurological	1,2,3,4,5,6,7,8,9,11	11,458 Treatment 3,085 Patients	134	43.0 Pts. Per Day	86% Utilization

MISSOULA CRIPPLED CHILDREN AND ADULTS REHABILITATION CENTER

2829 FORT MISSOULA ROAD
MISSOULA, MT 59801

The Missoula Crippled Children and Adults Rehabilitation Center was founded in 1938 and incorporated in November 1945. It is a non-profit organization whose purpose is to make available rehabilitation services to the physically handicapped. The Rehabilitation Center was most recently accredited by the Commission on Accreditation of Rehabilitation Facilities in 1975.

The goal of the Rehabilitation Center is to provide rehabilitation services to physically handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The concept of working as a team is fundamental in treatment and rehabilitation. Members of the team are doctors, physical therapists, occupational therapists, audiologists, speech pathologist, clinical psychologist, nurse, work evaluator, placement specialist, coordinator, vocational rehabilitation counselor, and patient. Team members meet regularly to discuss rehabilitation programs for each patient.

PROGRAMS

Rehabilitation Committee

This committee meets on a monthly basis. It is comprised of an orthopedic surgeon, clinical psychologist, physical therapist, occupational therapist, work evaluator, placement specialist, vocational rehabilitation counselors, insurance carriers, private insurance adjusters and Worker's Compensation Division personnel. Clients with injuries insured by any of the above agencies are reviewed and the Committee determines if the Rehabilitation Center can help them.

Persons referred to the Center through the Rehabilitation Committee receive an orthopedic examination, psychological evaluation, vocational work evaluation, and any other evaluation deemed useful for rehabilitation of the injured. Evaluations are discussed at Committee meetings. A Committee member is appointed to work closely with the injured and his family throughout the rehabilitation process. Following the clinic team's evaluations, the findings are discussed at a Committee meeting, and a follow-up conference is held with the injured workman. He is informed of the results of his evaluation and the Committee's recommendations. Two or more follow-up conferences may be necessary to help the injured workman to pursue all avenues toward gainful employment.

Vocational Work Evaluation Unit

Work evaluation is a method used to determine the employability of clients unable to compete in the job market due to some limitation, whether physical, psychological or developmental. Upon entering the unit, the client is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. A work sample is part of an actual industrial job or a simulated industrial job which enables the evaluator to judge a person's aptitude and interest in that specific field. A commercial work sample series developed for the industrially injured by VALPAR is used in conjunction with 50 other work samples. The evaluation unit has been set up to simulate an actual work day. A placement specialist works closely with the injured workman and the evaluator in seeking employment or placement of those persons enrolled in this program.

Pain Clinic

The Pain Clinic specializes in the diagnosis and treatment of individual chronic pain problems. The goals of this clinic are to help persons understand, cope, and live with their pain and to reduce pain. Chronic pain sufferers who have had all the usual treatment with little or no success are candidates for this program.

Upper Extremity Clinic

This clinic meets as needed to evaluate and recommend treatment for patients with upper extremity injuries. An orthopedist, plastic surgeon and an occupational therapist evaluate each patient. The recommendations are sent to the referring agents.

Amputee Clinic

The team of an orthopedic surgeon, physical therapist, occupational therapist, orthotist, prosthetist, insurance carriers, Worker's Compensation Division, Vocational Rehabilitation Counselors, and other interested people meet once monthly to evaluate and prescribe artificial limbs for amputees. Each amputee returns to insure a proper fit and that the artificial limb is satisfactorily constructed.

Crippled Children's Clinic

Children with physical, neurological, or developmental disabilities are evaluated by a rehabilitation team of an orthopedic surgeon, physical therapist, audiologist, and other specialists. Recommendations are made by the team for treatment.

Transportation

Transportation is available for non-ambulatory patients on a need basis. The van is equipped with a hydraulic lift and wheelchair tie-downs. A full-time driver who has an Emergency Medical Certificate

is employed.

Financing

Financing of the Center is by donation, memorials, United Way, insurance companies, Medicare, Medicaid, Indian Health, Worker's Compensation, Rehabilitative Services Division, private patient fees and federal and state grants.

PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The Rehabilitative Services Division's Special Projects Bureau continues to receive many requests for federal funds to establish or expand rehabilitation facilities. The concerns in making a judgment on such requests are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.

2. The specific provision of some state and/or regional in service tailored to facility staff needs.

3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.

4. The awarding of limited grants when the need is well justified.

In addition, the Rehabilitative Services Division will maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

IDENTIFICATION OF REHABILITATION SERVICE DEFICIENCIES

The following facility service needs are still outstanding in Montana.

1. The need for more facility services for the visually handicapped and legally blind. Technical assistance to help facilities satisfy this need was provided during fiscal year 1977. The VR agency serving the blind in Montana will be providing specialized diagnostic equipment to certain of the rehabilitation facilities to assist in the satisfaction of this first need.

2. The need to locate appropriate housing especially for the handicapped population utilizing the facilities. This second need is being met for the developmentally disabled. Other disability groups need special assistance over and above that provided by the rehabilitation counselor in locating housing. The new Office of Independent Living for the Disabled under HUD might be harshly judged if the positive outcome of a major "housing for the handicapped increase" is not realized after one year of operation.

5. POLICY ON STANDARDS FOR FACILITIES AND PROVIDERS OF SERVICES

General Purposes of Standards

The State Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.

A. Types of Facilities

1. It is the policy of the State Division to use, whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

B. Standards for Hospitals

1. The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

C. Standards for Clinics

1. Wherever feasible the State Division will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.

D. Schools and Other Training Institutions

1. The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

E. Rehabilitation Facilities

1. Definitions - "Rehabilitation Facility" is defined in Section 1361.1
a. (u) of the Federal Register as a facility which is operated for the

primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals:

1. Vocational rehabilitation services which shall include under one management, medical, psychological, social and vocational services;

2. Testing, fitting, or training in the use of prosthetic and orthotic devices;

3. Prevocational conditioning or recreational therapy;

4. Physical and occupational therapy;

5. Speech and hearing therapy;

6. Psychological and social services;

7. Evaluation of rehabilitation potential;

8. Personal and work adjustment;

9. Vocational training with a view toward career advancement (in combination with other rehabilitation services);

10. Evaluation or control of specific disabilities;

11. Orientation and mobility services and other adjustment services to the blind; and

12. Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the State.

b. Vocational (Work) Evaluation

Vocational (Work) Evaluation: a comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

c. Work Adjustment

Work Adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work, to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

Each facility providing work adjustment service for RSD clients will be required to submit a description of their work adjustment program to the state RSD office for approval prior to its acceptance of work adjustment fees. In addition work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.

Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a pre-requisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for RSD clients.

d. Sheltered Workshop

Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skills and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.

e. Day Activity Center - a facility providing the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). It's emphasis is in the provision of all, one, or some of the following services.

1. Personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

2. Social skills and attitudes - encourage and train for socially acceptable manners relating to table manners, social, group and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and

person of others, role of social institutions, individuals and group customs.

3. Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

4. Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

f. Work Activities Center - Such a facility shall mean a workshop, or a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. *No Sheltered Workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is $1,225.00 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is $875 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year.) No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under Regulations, Part 524 of this chapter, in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph.) Where information is not available for a year, a temporary certificate if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data is available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors CRF Title 29 Part 525.

*These figures are subject to change in the minimum wage law implemented by the United State Department of Labor.

Appendix B

9. POLICY ON EXTENDED EMPLOYMENT PROGRAM

The Rehabilitative Services Division has been authorized to subsidize overhead costs incurred by private non-profit Sheltered Workshop and Work Activity Centers in providing sheltered employment to severely disabled persons. This is a joint effort among Rehabilitative Services Division, Visual Services Division, and Community Services Division.

A. Definitions

1. "Severely handicapped person" means any individual:

   a. Who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or

   b. Who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.

2. "Physical or mental disability" means a physical or mental condition which materially limits, contributes to limiting or, if not corrected, will probably result in limiting any individual's activities or functioning. The term includes behavioral disorders characterized by deviant social behavior or impaired ability to carry out normal relationships with family and community which may result from vocational, educational, cultural, social, environmental or other factors.

3. "Self-care" means a reasonable degree of restoration from dependency upon others for personal needs and care and includes but is not limited to ability to live in one's own home, rather than requiring nursing home care and care for self rather than requiring attendant care.

4. "Sheltered workshop " means a charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is RSD certified.

5. "Work activity center" means a physically separated department of a workshop having an identifiable orogram, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose - and which is RSD certified.

B. Objectives: The objectives of this program as identified by the Rehabilitative Services Division are:

1. The creation of additional employee work stations;

2. The provision of alternate types of care for current institutional population;

3. The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

C. The Community Services Division has two main functions in this program:

1. Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.

   The workshop personnel and Rehabilitative Services Division staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.

   The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.

2. Assigning a representative to the Extended Employment Committee for each facility.

D. The Rehabilitative Services Division has five main functions:

1. To administer the extended program including:

   a. Allocation of extended monies to workshop;

   b. Payment of extended monies to workshops;

   c. Evaluation of the results of the extended payments related to subsidy program goals.

2. To participate with community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.

3. To refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and Rehabilitative Services Division clients.

4. To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further Rehabilitative Services Division services, and to reopen such cases as may be able to benefit.

5. Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the Community Worker.

   a. Rehabilitative Services Division must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition of physical, mental or emotional health, or behavior problems substantially prevents him from holding regular employment.

   b. Emotional or behavioral problems include the standard psychiatric classifications of mental retardation, psychoneuroses, psychosis, or behavior characterized by social deviancy or impaired ability to carry on normal relationships with family and community which may result from vocational, educational, cultural, social, environmental or other factors. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning, but substantially below the capability they may attain through Rehabilitative Services Division Services.

   c. Referrals will be made to Rehabilitative Services Division under the regular referral procedures as outlined and as agreed upon by Community Services Division and Rehabilitative Services Division. After a suitable evaluation of rehabilitation potential by the Vocational Rehabilitation counselor and a determination made by the counselor that the client is eligible for the VR Extended Employment Program, the client will be referred to the Extended Employment Committee. A VR client in the Extended Employment Program cannot be closed a 26 until he/she has spent 60 days in the Extended Employment Program.

E. Extended Employment Committees

1. Guidelines: A multi-agency committee shall be established at each sheltered workshop and work activity center participating in the legislatively approved extended program. Each committee shall have

representatives from the facility, Social Services, and Rehabilitative Services Division (the Vocational Rehabilitation Facility Liaison Counselor) and the Regional Developmental Disabilities Community Worker. The Rehabilitative Facilities Specialist is always an ad hoc member of the Committee and shall vote to break ties.

2. The purposes of the Extended Employment Committees are:

   a. To screen referrals for appropriateness of certification to the extended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client.

   b. To certify disabled persons to an extended slot in a particular workshop or Work Activity Center.

   c. To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the client, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service file, and the Rehabilitative Services Division file.

   d. To monitor, coordinate, or provide services to extended clients:

      i Community Services Division social service worker should provide casework services.

      ii Rehabilitative Services Division counselor should periodically ascertain client readiness for additional Vocational Rehabilitation Services.

      iii Workshop member should represent all workshop functions.

      iv Community worker should provide purchase of service functions.

   e. To de-certify clients:

      i When the absences of clients are too frequent for them to be gaining from workshop experiences.

      ii When clients are deceased.

      iii When clients move from area.

      iv When clients can't tolerate the program.

      v When client reaches a level of productivity which no longer requires program.

   f. To determine when and how long slots should be held open for absent enrollees.

g. To assess at least every six months the status of each client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

Caseworkers assigned to this program must have time not only to work directly with clients, but to attend extended committee meetings to screen referrals and evaluate those already in the program.

F. Rules for Extended Employment Program

1. A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

2. A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.

3. Should the services of a facility which provides extended services to clients of the Rehabilitative Services Division fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.

4. Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the follow-ups by the RSD Counselor.

G. Appointment of Extended Employment Committee

1. County directors assign a social service worker as liaison to a particular workshop.

2. Rehabilitative Services Division District Supervisors assign Community Workers and liaison Vocational Rehabilitation counselors to a particular workshop.

3. Each workshop director identifies a nominee to the committee--usually the director or professional staff member.

4. The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

H. Organization of Committee

1. Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.

2. Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program.

3. Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance into or rejection from the program and the recommended client goals.

4. Three of the four committee members must be present to conduct business.

5. The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau/Facilities Specialist.

I. Criteria for determining which clients are certified into-extended slots:

1. All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource.

2. The caseworker shall make a determination as to whether the referral is a recipient of SSI or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using Federal Funds from Social Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

3. Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.

4. Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

Productivity level would be determined in the evaluation process.

An amount considered necessary to subsidize the net loss of a workshop serving this client population, will be determined by each facility and used as the payment required.

5. The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

N.B. Due to increases in grant allocations for overhead expenses, it should be anticipated that wages or individual clients income (prime or sub-contract) would increase.

J. Policy number four (#4) on Financial Need in the Montana State Plan will apply to all recipients of Extended Employment Services.

K. Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available thru the Purchase of Service Program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority, for Extended Employment.

Appendix C

Resolution:

The Rehabilitative Services Division does not have the need or the resources to support other than the following eight rehabilitation facilities and any of their potential satellites:

Billings Sheltered Workshop
3116 First Avenue North
Billings, MT 59102
Phone: 248-9115

Eastern Montana Industries
P. O. Box 636
Miles City, MT 59301
Phone: 232-3740

Helena Rehab. Industries
1325 Helena Avenue
Helena, MT 59601
Phone: 442-8632

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls, MT 59401
Phone: 453-7649

Missoula Rehabilitation Center
2829 Fort Missoula Road
Missoula, MT 59801
Phone: 728-3570

Butte Sheltered Workshop
207 South Montana
Butte, MT 59701
Phone: 792-7911

Missoula Opportunity School
402 East Madison
Missoula, MT 59801
Phone: 721-2930

Flathead Industries Activity Center
P. O. Box 685
Kalispell, MT 59901
Phone: 755-7656

MANAGEMENT INFORMATION SYSTEM

PROGRAM EVALUATION PROJECT

MONTANA REHABILITATION SERVICES DIVISION

REVISED: FEBRUARY 1977

EVALUATION SYSTEMS
123 EAST GRANT ST.
MINNEAPOLIS, MN 55403

MANAGEMENT INFORMATION SYSTEM

Program Evaluation Project

MONTANA REHABILITATION SERVICES DIVISION

February 1977

I. Introduction

In conjunction with the development and installation of the program evaluation systems in the rehabilitation facilities, a Management Information System (MIS) has also been developed and installed.

The data items which follow will be used to obtain common information from all rehabilitation facilities serving clients from the Rehabilitation Services Division. They will be compatible with and will supplement the data that will be produced by each facility's Program Evaluation System. The (MIS) data will enable the state RSD to combine data across all facilities with similar programs and to make certain comparisons between facilities and their programs.

II. Specifications

1. Data will only be required on programs serving RSD-sponsored clients. For programs serving both RSD clients and others, such as Developmental Disabilities, the MIS reports should include only those sponsored by RSD.

2. Installation of the MIS will take place at the same time that the Program Evaluation Systems are installed in each facility.

3. Reports will be prepared by the facility and presented to RSD on a quarterly basis.

4. Data will be supplied by each facility in aggregate form for the current quarter and cumulatively from the beginning of each fiscal year.

5. Each facility will be responsible for its own data collection and processing.

6. MIS data will be reported by type of program. The same program types will be used as in the Program Evaluation System.

7. The MIS will include the following categories of data items:
   A. Referral to Program Start
   B. Program Start to Termination
   C. Program Benefits
   D. Program Efficiency
   E. Client Characteristics

8. RSD will prepare statewide summaries using the MIS data and distribute them to all facilities.

9. Summary of MIS Reporting Requirements

   A. Vocational Evaluation Programs

      Form 1 - Program Activity Report

      Form 2 - Vocational Evaluation: Results Report

      Form 5 - Vocational Evaluation: Client Characteristics Report

         Col. 1 - All losses before program start
         Col. 2 - All completors
         Col. 3 - All non-completors

   B. Work Adjustment, Skill Training and Placement Programs

      Form 1 - Program Activity Report

      Form 3 - Work Adjustment, Skill Training, Placement: Results Report

      Form 6 - Work Adjustment, Skill Training, Placement: Client Characteristics Report

         Col. 1 - All losses before program start
         Col. 2 - Clients closed in vocational benefit category
         Col. 3 - Clients transferred or closed with no vocational benefit

   C. Extended Employment Programs

      Form 1 - Program Activity Report

      Form 4 - Extended Employment: Results Report

      Form 7 - Extended Employment: Client Characteristics Report

         Col. 1 - All losses before program start
         Col. 2 - Clients closed in competitive employment or transferred
         Col. 3 - All other closures

      Form 8 - Extended Employment: Characteristics of Current Clients Report. This report is to be submitted twice a year, end of July and end of December.

      (Sample forms are included following the instructions for each form.)

III. Program Activity Report (MIS Form 1)

Section A. Referral to Program Start

This set of data items covers the period from date of referral by RSD to the date of actual program start. It will be necessary that referrals are defined in the same way by each facility and that the date of referral is clearly identifiable for each client.

Enter the name and program type of each program at the top of the form. If there are more than 4 programs, use another page. Note: do not total data across programs.

1. Referrals Received. The number of referrals received from RSD, official referral form and/or written information about the client.

2. Waiting List. The total number of clients that have been referred and who have not yet started at the end of the reporting quarter. Next, account for this total number in the following categories.

   a. Referred, no action. Those referrals for whom no decision regarding acceptance has yet been made. This includes persons not yet seen for screening.

   b. Accepted, no residence. Referrals that have been accepted but have not yet started primarily because of lack of suitable housing for the clients.

   c. Accepted, all others. All other referrals that have been accepted but have not yet started - for any reason. This includes those who may have been scheduled to start sometime in the future.

3. Losses. The number of clients who had been referred for whom it was determined that they will not start the program. All referrals must eventually be reported either as a "loss" or as a "program start".

4. Program Starts. The number of clients who received any evaluation or treatment services following acceptance for services. This would include any clients who started regardless of the length of time in the program.

5. Start Lag. The average (mean) number of days between referral and program start for those clients that started, Item #4. If the average has been affected by some clients who were on the waiting list a very long time, add an explanatory note below under "Comments".

6. Loss Percent. This would be expressed as a percentage. determined by dividing the number of losses by the number of program starts plus losses. For example: if a program started 20 clients during a quarter and had 5 losses, the loss percent would be 5 ÷ 20 + 5 = 5/25 = 20%.

7. Waiting More Than 4 Weeks. The number of clients that have been on the waiting list (referred but not yet started) more than 4 weeks at the end of the reporting quarter.

Section B. Program Start to Termination

This set of data items covers the time period from program start to termination by the facility, during which services are provided. This will usually be the same as the period covered by RSD authorization.

1. Census. The number of RSD clients in the programs on the last working day of the reporting quarter.

2. Capacity. The number of "slots", clients who can be served from RSD at any one time. If the program serves people from other referral sources, the capacity reported here may be less than that of the total program, particularly if some of that total capacity is set aside or committed to other referral sources.

3. Absenteeism Rate. The average rate, per cent, of absenteeism during the reporting period.

4. Terminations. The number of clients terminated during the reporting period, no longer under authorization.

5. Utilization Rate. This would be expressed as a percentage, determined by dividing the average daily or weekly number of clients served from RSD by the capacity.

6. Unused Capacity. The number of new clients that could have been served that quarter but were not. If the utilization rate was 100%, Item #3, the facility would report "0".

PROGRAM ACTIVITY REPORT

SAMPLE

MONTANA REHABILITATION FACILITIES - MIS

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 1977

	PROGRAM TITLE & TYPE							
	Voc. Eval.		Work Adjustment		Extended Employment			
A. Referral to Program Start (All program types)	This Qtr.	Cumulative	This Qtr.	Cumulative	This Qtr.	Cumulative	This Qtr.	Cumulative
1. Referrals received	30	100	20	65	10	25		
2. Waiting List, Total	4	-	3	-	1	-		-
a. Referred, no action	2	-	1	-		-		-
b. Accepted, no residence	1	-	2	-		-		-
c. Accepted, all others	1	-		-	1	-		-
3. Losses (will not start)	3	10	4	8	0	2		
4. Program Starts	20	80	16	60	5	20		
5. Start Lag (average days between referral & start)	8 days	9.5 days			12 days	14 days		
6. Loss % (losses) (starts & losses)	13%	11%			0%	9%		
7. Waiting more than 4 weeks	1	-	0	-	0	-		-
B. Program Start to Termination (All program types)								
1. Census	10	-	18	-	20	-		-
2. Capacity, slots	10	-	20	-	20	-		-
3. Absenteeism rate, %	5%	8%	4%	3.5%	5%	5%		
4. Terminations	25	80	19	60	4	10		
5. Utilization Rate	100%	95%	92%	96%	100%	100%		
6. Unused Capacity (# additional clients that could have been served)	0	4	1	2	0	0		

COMMENTS:

MIS FORM 1
Feb. 1977

IV. Vocational Evaluation: Results Report (MIS Form 2)

Section A. Program Results

The items in this section apply to the clients closed by a facility from a Vocational Evaluation Program. "Closures" are reported here rather than "Terminations". Most clients will be closed within 30 days of termination when the feedback regarding acceptance of evaluation recommendations should be available.

The recommendations numbers 1-6 are for the major recommendation made for each client completing the program. Each client will be reported in one major recommendation category, even though additional recommendations have been made. For example, if a client is recommended for competitive employment with a backup or secondary recommendations for sheltered work, he would be tallied here only under the competitive employment recommendation. Report the type of recommendation made on a client in the same quarter you report whether or not the recommendation was accepted.

1. Competitive Employment Recommended. Full or part time unsubsidized employment at least at minimum wage is recommended. Include here clients for whom placement assistance in competitive employment is recommended.

2. Skill Training, OJT, College or Secondary School is Recommended.

3. Extended Employment, Unpaid Family Worker or Homemaker is Recommended.

4. Work Adjustment Services Recommended. This includes all types of programs where the emphasis is on improving client work behavior.

5. Not Feasible; Other Non-Vocational Services Recommended. Clients who are determined to be not feasible for vocational rehabilitation but for whom non-vocational services not already being received are recommended (e.g., Social Security disability benefits, treatment for emotional problems, etc.).

6. Not Feasible, No Services Recommended. Clients determined to be not feasible for vocational rehabilitation and no new services are recommended (e.g., client is to return home for continued family care).

7. Evaluation Not Completed, No Vocational Recommendations. Clients who did not participate in the program long enough for any of the above recommendations to be made.

8. Major Recommendations Accepted. The sum of Items #1-7 above.

9. Major Recommendations Accepted. The clients on whom major recommendations have been made and the feedback from the referring counselors indicate that these recommendations have been accepted. That is, the recommendations have either been carried out (e.g., client has started the recommended work adjustment services), or the recommendations

have been included in the client's Individual Written Rehabilitation Plan (IWRP). Calculate the percentage of accepted recommendations only on those clients for whom such information is available from the referring counselors. If there are some cases for whom this information is not available, add a note under "Comments" indicating the number of clients,which counselors are involved and what efforts were made to get the information.

Section B. Program Efficiency for Vocational Evaluation Program.

1. Average Number Program Days. This average is for all program closures Item #8 above. If the average is particularly affected by a few clients who dropped out very early or who were extended, you may want to add a note under "Comments".

2. Average Cost to RSD Per Client Completing Program. This is calculated by dividing the total fees for all clients closed (or the total RSD grant for the reporting period) by the number of clients who had completed the program (Items #1-6). Example: 25 clients were closed during the quarter, the total fee was $7,500, and 20 clients are reported as completing the program (5 non-completors), the average cost to RSD would be $7,500 ÷ 20 = $375.00.

VOCATIONAL EVALUATION: RESULTS REPORT

SAMPLE

MONTANA REHABILITATION FACILITIES - MIS

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 19

Program Title: Vocational Evaluation

A. PROGRAM RESULTS	This Quarter		Cumulative	
	#	%	#	%
1. Competitive employment recommended	6		20	25%
2. Skill training, OJT, college or secondary school recommended	4		14	18%
3. Extended employment, unpaid family worker or homemaker recommended			1	1%
4. Work adjustment services recommended	10		28	35%
5. Not feasible, non-vocational services recommended	2		5	6%
6. Not feasible, no services recommended			2	2%
7. Evaluation not completed; no vocational recommendations	3		10	12
8. Total closures (Sum of 1-7)	25	100%	80	100%
9. Clients for whom major recommendations accepted	20/22	91%	63/70	87%
B. Program Efficiency 1. Average number program days, all clients closed	14.3 days		16 days	
2. Average cost to RSD per client completing program (A1-6 above)	$362.00		$387.00	

COMMENTS:

MIS FORM 2
Feb. 1977

V. Work Adjustment, Skill Training, Placement: Results Report (MIS Form 3)

Complete one of these forms for each program of these types.

Section A. Program Benefits

The items in this section summarize the vocational benefits achieved by clients at the time of closure by the facility. The terms "closure" is used rather than "termination" to take into account that many clients may not be reported as having or not having achieved some vocational benefit until some time after they are no longer receiving services; for example, waiting 60 days before closing a client on a job. All clients closed in any employment category must be in that status at least 60 days. All clients must be closed within 90 days of termination unless the person has entered a Status 26 category but has not yet been in that status 60 days. These may be held open up to an additional 60 days.

1. Full Time Competitive Employment. Permanent, unsubsidized, at least 30 hours per week, earning at least minimum wage.

2. Part-Time, Seasonal or Temporary Employment. Unsubsidized, less than 30 hours per week and/or not expected to be available for at least 6 months.

3. Sheltered Work. Full time or part-time consistent with DoL certificate criteria.

4. On-the-Job Training. Formal arrangement where client receives training along with employment, expectation is that employment will continue beyond OJT. Facilities may choose to wait with these clients until they have been employed 60 days beyond the OJT period and count them in Item #1 above.

5. Accepted for Full Time Secondary School or College. Clients may be counted in this category upon acceptance by the institution.

6. Accepted for Vocational or Skill Training.

7. Homemaker.

8. Unpaid Family Worker.

9. Total #1-8. This is the total number of persons achieving any vocational benefit, all Status 26 and potential Status 26 closures.

10. Transfer. Clients transferred to and accepted by other vocational programs.

11. None of the Above Benefits. Total number of persons closed from each program who do not achieve any of the listed vocational benefits.

12. Total Closures. The sum of #9, 1, 11.

13. Average Gross Weekly Earnings. Clients closed in full time competitive employment.

14. Average Gross Weekly Earnings. Clients closed in part-time, seasonal or temporary employment.

15. Average Gross Weekly Earnings. Clients closed in sheltered employment.

Section B. Program Efficiency

1. Average Number of Program Weeks. Clients closed in each of the closure categories listed above (A 1-12). Time in program includes from the date of program start to the date of termination or start of employment, less any time formally suspended from the program.

2. Average Cost (To RSD) Per Client. Closed in any Status 26 or potential Status 26 category listed above (E 1-9). The average cost includes the fee for all clients closed regardless of benefit achieved. Example: if 10 clients were closed in a program and the total fee for those 10 clients was $6,000 and 5 of those clients were in Status 26 categories, 5 in other categories, the average cost would be $6,000 ÷ 5 = $1,200.

WORK ADJUSTMENT, SKILL TRAINING, PLACEMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES - MIS

SAMPLE

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 1977

Program Title: Work Adjustment Program Type: Work Adjustment

	This Quarter		Cumulative	
A. Program Benefits	#	%	#	%
1. Full time competitive employment	6	30%	16	28%
2. Part time, seasonal or temporary employment	3	15%	8	14%
3. Sheltered Work	2	10%	5	9%
4. On-the-Job Training	1	5%	3	5%
5. Accepted for full time Secondary School or College			1	2%
6. Accepted for Vocational or Skill Training	2	10%	7	12%
7. Homemaker				
8. Unpaid family worker				
9. Total (Sum of 1-8)	14	70%	40	69%
10. Transfer to other vocational program (including work activity)	1	5%	3	5%
11. None of the above benefits	5	25%	15	26%
12. Total Closures (9+10+11=12)	20	100%	58	100%
13. Average gross weekly earnings in full time competitive employment	$ 112.00		$ 117.40	
14. Average gross weekly earnings in part time, seasonal or temporary employment	$ 63.00		$ 74.10	
15. Average gross weekly earnings in sheltered work	$ 26.50		$ 28.60	
B. Program Efficiency 1. Average number program weeks, all clients closed	12.2 weeks		13.9 weeks	
2. Average cost to RSD all Status 26, (Item 9 above)	$ 1340.00		$ 1512.00	

COMMENTS:

MIS Form 3
Feb. 1977

VI Extended Employment: Results Report (MIS Form 4)

Section A. Program Benefits

The items in this section apply to clients closed by a facility from an Extended Employment Program and those clients remaining in the facility. All clients must be reported as program closures within 90 days of termination unless they have entered employment but have not been working 60 days. They then may be held open up to an additional 60 days before program closure.

1. Competitive Employment. Full or part time, permanent, unsubsidized employment at least at minimum wage.

2. Transfer to Other Vocational Program or Skill Training. Clients that have been transferred to and accepted by other vocational programs (such as Work Adjustment Training) or skill training at the same facility or at other resource.

3. Closed, placed into Status 00. Clients who have been placed into referral status by the state agency during the reporting quarter.

4. Closed, not available for review and reevaluation. In effect, this is all other closures, for any reason (e.g., died, moved, returned home, etc.).

5. TOTAL. Tne sum of items #1-4 above. Note: Ordinarily, a client would not fall into more than one of the above categories. If it does occur, please explain under "Comments".

6. Placed into post-employment Status 32. The number of persons who had an administrative review this reporting quarter and who have been placed into Status 32 by the state agency because of their need for post-employment services in order to maintain them in their present extended employment. For cumulative, indicate the total number of persons currently in the facility who are in Status 32.

7. Maintained in facility or workshop employment following administrative review. The number of persons who had an administrative review this reporting quarter and who remain in workshop employment. This includes those reported in Item #6 above. It does not include anyone remaining in the facility who did not have an administrative review this quarter.

   For the cumulative figure, indicate the total number of persons remaining in workshop employment who had had an administrative review at any time during the current fiscal year.

8. Average Gross Weekly Earnings in Competitive Employment. This is calculated for the clients reported in Item #1 above.

9. Average Weekly Earnings All Clients in Extended Employment. This is calculated for all clients who were in extended employment during the reporting period, regardless of whether or not they have had an administrative review.

Section B. Program Efficiency

1. Average Number Months, Clients Closed in Competitive Employment or Transferred (Items A1 and 2 above). Time in program includes from the date of program start to the date of termination, less any time formally suspended from the program.

2. Average Monthly Program Cost to RSD Per Client in Extended Employment. This is calculated by dividing the total RSD fees or grant for the reporting period by the number of client months. Example: if the RSD fees totaled $13,500, and there were 15 clients involved 3 months each during the quarter, the average cost would be $13,500 ÷ 45 = $300 per client month.

EXTENDED EMPLOYMENT: RESULTS REPORT

SAMPLE

MONTANA REHABILITATION FACILITIES - MIS

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: Jul, 1976 - March 1977

Program Title: Extended Employment

	This Quarter		Cumulative	
A. Program Benefits	#	%	#	%
1. Competitive employment	1		5	
2. Transfer to other vocational program or skill training	2		6	
3. Closed, placed into Status 00	1		1	
4. Closed, not available for review and reevaluation			3	
5. TOTAL (sum of 1-4)	4		15	
6. Placed into post-employment Status 32 (remain at facility)	1	-	2	-
7. Maintained in facility or workshop employment following administrative review	2	-	13	-
8. Average gross weekly earnings, clients in competitive employment	$92.00		$113.50	
9. Average weekly earnings, all clients in extended employment	$24.00		$23.10	
B. Program Efficiency				
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)	9.5 months		12 months	
2. Average monthly program cost to RSD per client in extended employment	$260.00		$282.00	

COMMENTS:

MIS Form 4
Feb. 1977

CLIENT CHARACTERISTICS REPORTS

These reports ask for information on those key client characteristics or descriptors that will be used in the monitoring of the types of clients served and in interpreting the results achieved.

Leave spaces blank if there are no clients to report for a particular item. Include % of total only when the numbers are reasonably large, at least 10-15 clients total.

Items #1-12 are primary disability categories. Each client can be tallied in only one of these 12 categories. Do not tally secondary disabilities. Check to be sure Items 1-12 added together equal the total reported at the top. The RSD definitions apply to all these characteristics.

1. Blind
2. Visually Impaired
3. Deaf
4. Hard-of-Hearing
5. Mentally Ill
6. Mentally Retarded, Not Developmentally Disabled
7. Cerebral Palsy, Not Developmentally Disabled
8. Epilepsy, Not Developmentally Disabled
9. Developmentally Disabled
   (a) Mentally Retarded
   (b) Cerebral Palsy
   (c) Epilepsy
10. Character and Personality Disorders
11. Addictive Disorders
12. Other Orthopedic or Medically Disabled
13. Multiply Disabled - Client has more than one of the above disabilities, a secondary disability exists.
14. Severely Disabled
15. Never Worked; Part-Time, Full-Time, Competitive or Sheltered, Prior to Program Entry.
16. Minorities (Black, Native American, Oriental, Spanish Surname)
17. Age under 18
18. Age 18-21
19. Age 22-54
20. Age 55 and over
21. No High School Diploma or Equivalency
22. History of Special Education
23. Received Public Support. Worker's Compensation, Medicaid, Medicare, Title XX, SSDI, AFDC, GA, at The Time of Referral or During the Program
24. History of Institutionalization (MR, MI, Chemical Dependency, Corrections)

VII. Vocational Evaluation: Client Characteristics Report (MIS Form 5)

Column 1 is to be used for indicating the characteristics of all clients reported as Losses Before Program Start. (If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".

Column 2 is to be used for clients who are reported as Evaluation Program Completors, those for whom recommendations have been made. Be sure that this report includes only those people reported on the "Vocational Evaluation: Results Report". Do not report persons here that may have just recently completed Evaluation but for whom the acceptance of recommendations is not yet known.

Column 3 is to be used for clients who are reported as Non-Completors, that is, the evaluation was not completed, no recommendations were made.

VIII. Work Adjustment, Skill Training, Placement: Client Characteristics Report (MIS Form 6)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start. If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".

Column 2 is to be used for all clients reported as closed in a vocational benefit category (Item #9) on the Results Report.

Column 3 is to used for all clients reported as transfers to other vocational program (Item #10) or no vocational benefit (Item #11).

IX. Extended Employment: Client Characteristics Report (MIS Form 7)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start.

Column 2 is to be used for clients reported as closed in Competitive Employment (Item #1) or Transferred (Item #2) on the Results Report.

Column 3 is to be used for all clients closed from Extended Employment for other than employment or transfer (Items #3 and 4) on the Results report. Note the additional characteristics items which further describe the Mentally Retarded clients in Items 6 and 9:

25. Educable MR
26. Trainable MR

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES - MIS

SAMPLE

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 1977

Program Title: Vocational Evaluation

CHARACTERISTICS	Column 1 Losses				Column 2 Program Completors				Column 3 Non-Completors			
Note: (#1-12 Primary disability only)	This Quarter #	%	Cumulative #	%	This Quarter #	%	Cumulative #	%	This Quarter #	%	Cumulative #	%
Total Number of Persons	3		10		20		70	100%	5		10	
1. Blind												
2. Visually Impaired							1	1%				
3. Deaf					1		2	3%				
4. Hard-of-Hearing							1	1%				
5. Mentally Ill			1				12	17%			3	
6. Mentally Retarded, not Devel. Disabled												
7. Cerebral Palsy, not Devel. Disabled												
8. Epilepsy, not Devel. Disabled					1		1	1%				
9. Developmentally Disabled												
a. Mentally Retarded			1		6		20	29%				
b. Cerebral Palsy												
c. Epilepsy					1		2	3%				
10. Character & Personality Disorders					2		7	10%	1		2	
11. Addictive Disorders					1		3	4%	1		1	
12. Other Orthopedic or Medically Disabled	1		2		8		21	3%	3		5	
13. Multiply Disabled (more than one of the above)			1		7		20	29%			2	
14. Severely Disabled	1		2		10		34	49%	1		6	
15. Never worked			1		8		25	36%				
16. Minorities					1		4	6%			1	
17. Age under 18					2		7	10%				
18. Age 18 - 21			1		11		35	50%	1		3	
19. Age 22 - 54	1		2		5		26	37%	4		6	
20. Age 55 and over			1		2		8	11%			1	
21. No High School Diploma or equivalency			1		9		30	43%			1	
22. Special Education					8		27	39%				
23. Received public support			2		10		32	46%	2		4	
24. History of institutionalization			1		6		21	30%	2		4	

COMMENTS:

Characteristics information is not available on 2 losses this quarter and on 6 losses for the cumulative period.

MIS FORM 5
Feb. 1977

WORK ADJUSTMENT, SKILL TRAINING, PLACEMENT: CLIENT CHARACTERISTICS REPORT

SAMPLE

MONTANA REHABILITATION FACILITIES - MIS

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 1977

Program Type: Work Adjustment

CHARACTERISTICS	Column 1 Losses				Column 2 Vocational Benefit				Column 3 Transferred, No Vocational Benefit			
Note: (#1-12 Primary disability only)	This Quarter #	%	Cumulative #	%	This Quarter #	%	Cumulative #	%	This Quarter #	%	Cumulative #	%
Total number of persons	3		10		14		40	100%	6		18	
1. Blind												
2. Visually Impaired												
3. Deaf					1		1					
4. Hard-of-Hearing												
5. Mentally Ill	1		2		4		12		1		4	
6. Mentally Retarded, not Devel. Disabled												
7. Cerebral Palsy, not Devel. Disabled												
8. Epilepsy, not Devel. Disabled												
9. Developmentally Disabled: a. Mentally Retarded	1		4		3		10		2		5	
b. Cerebral Palsy												
c. Epilepsy												
10. Character & Personality Disorders			1									
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled	1		3		6		17		3		9	
13. Multiply Disabled (more than one of the above)	1		5		4		7		2		6	
14. Severely Disabled	2		6		8		25		4		12	
15. Never worked	2		7		5		16		5		14	
16. Minorities					1		3				1	
17. Age under 18			1				2		1		2	
18. Age 18 - 21	1		4		3		8		1		3	
19. Age 22 - 54	2		4		9		27		4		10	
20. Age 55 and over			1		2		5				3	
21. No High School Diploma or equivalency	2		5		3		10		3		5	
22. Special Education	2		4		3		9		3		4	
23. Received public support	3		8		7		24		5		16	
24. History of institutionalization	2		3		2		15		3		9	

COMMENTS:

MIS Form 6
Feb. 1977

EXTENDED EMPLOYMENT CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES - MIS

SAMPLE

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Reporting Quarter: Jan - March 1977 Cumulative Period: July 1976 - March 1977

Program Title: Extended Employment

CHARACTERISTICS	Column 1 Losses				Column 2 Competitive Employment or Transferred				Column 3 All Other Closures			
Note: (#1-12 Primary disability only)	This Quarter		Cumulative		This Quarter		Cumulative		This Quarter		Cumulative	
	#	%	#	%	#	%	#	%	#	%	#	%
Total number of persons	0		2		3		11		1		4	
1. Blind												
2. Visually Impaired												
3. Deaf												
4. Hard-of-Hearing												
5. Mentally Ill												
6. Mentally Retarded, Not Devel.Disabled												
7. Cerebral Palsy, Not Devel. Disabled												
8. Epilepsy, Not Devel. Disabled												
9. Developmentally Disabled: a. Mentally Retarded			2		2		8				3	
b. Cerebral Palsy												
c. Epilepsy					1		1					
10. Character & Personality Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled							2		1		1	
13. Multiply Disabled (more than one of the above)			1		2		5					
14. Severely Disabled			2		3		10		1		4	
15. Never worked			2		2		8					
16. Minorities							1					
17. Age under 18											1	
18. Age 18 - 21			2		1		3		1		3	
19. Age 22 - 54					2		8					
20. Age 55 and over												
21. No High School Diploma or equivalency			1		2		9		1		4	
22. Special Education			2		3		8		1		3	
23. Received public support			1		2		7				4	
24. History of institutionalization			1		1		5		1		2	
25. Educable Mentally Retarded			1		3		7		1		3	
26. Trainable Mentally Retarded			1				1					

COMMENTS:

MIS FORM 7
Feb. 1977

X. Extended Employment: Characteristics of Current Clients Report (MIS Form 8)

This report form is to be submitted twice a year, at the end of July and the end of December to describe the characteristics of clients currently in extended employment. Include all those persons who are considered to be currently enrolled in that program. Note the additional characteristic items:

25. Educable MR
26. Trainable MR
27. In Extended Employment less than one year. Clients who have been in extended employment at this facility less than one year (1-51 weeks).
28. In Extended Employment one to two years (52-103 weeks).
29. In Extended Employment two years or more (104 or more weeks).

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT

SAMPLE

MONTANA REHABILITATION FACILITIES - MIS

Facility: Dusty Valley Rehabilitation Date: April 5, 1977

Program Title: Extended Employment Reporting Period: End of March 1977

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (#1-12 Primary disability only)	Number	Percent of Total
Total number of persons	20	100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard-of-Hearing	1	5%
5. Mentally Ill	4	20%
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled: a. Mentally Retarded	8	40%
b. Cerebral Palsy		
c. Epilepsy		
10. Character & Personality Disorders		
11. Addictive Disorders		
12. Other Orthoedic or Medically Disabled	7	35%
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled	18	90%
15. Never worked	16	80%
15. Minorities	2	10%
17. Age under 18	1	5%
18. Age 18 - 21	5	25%
19. Age 22- 54	14	70%
20. Age 55 and over		
21. No High School Diploma or equivalency	10	50%
22. Special Education	9	45%
23. Received public support	13	65%
24. History of institutionalization	6	30%
25. Educable Mentally Retarded	6	30%
26. Trainable Mentally Retarded	2	10%
27. In extended employment less than one year	7	35%
28. In extended employment one to two years	9	45%
29. In extended employment two years or more	4	20%

COMMENTS:

MIS Form 8
Feb. 1977

XI. Job Placement Feedback Form (MIS Form 9)

This form replaces the monthly form RSD-SP-11. Complete this form at the end of each quarter on the following clients:

- referred for one or more job during the quarter
- starting a job during the quarter
- leaving a job during the quarter
- persons during the quarter determined to be still working 60 days after placement
- clients during the quarter contacted for 6 month and one year follow-up

List each client only once for any quarter and fill in all the relevant columns. If any information is not available, indicate "NA".

If the person started more that one job during the quarter, describe the most recent job and indicate in the column "reason for termination" the dates and reasons for leaving other jobs during that quarter.

1. Client RSD Number. Enter information on each client with the identifying RSD number.

2. Date Referred to Job Interview. Indicate for the most recent job obtained by that client.

3. Date Started on Job, for the most recent job obtained by that client even if no longer employed.

4. Job Title, for the most recent job. If the title is not self-explanatory, add a couple of words that indicate the work done.

5. Place of Employment. Indicate if the job is part-time (PT) less than 30 hours per week, or full time (FT) 30 or more hours per week.

6. Type of Employment. Indicate if the job is part time (PT) less than 30 hours per week, or full time (FT) 30 or more hours per week. Also indicate if it is permanent (PERM) or temporary (TEMP), scheduled to last less than 6 months.

7. Rate of Pay. Use the weekly gross earnings at the time of job start.

8. Referral Source. The name of person and/or agency referring client to your facility initially.

9. Number of Placement Tries. Indicate the number of placement attempts made on behalf of the client during the reporting quarter.

10. Rate of pay, weekly at 60 calendar days of consecutive employment, need not be on the same job. Leave blank for clients not yet employed 60 days.

11. Status and rate of pay at six month follow-up. Indicate weekly salary if client still is employed. If not employed, note under column "reason for termination".

12. Status and rate of pay at one year follow-up. Indicate weekly salary if client is still employed. If not employed, note under column "reason for termination".

13. Total number of follow-up contacts to date. This includes all in person and telephone contacts with the client following the initial start, it includes any 60 day, 6 month and one year contacts.

Use the back side of the form for additional information or comments that cannot be included on the form itself.

XII Job Placement: Characteristics of Clients Report
(MIS Form 10)

This report form is to be submitted at the end of each quarter to describe the characteristics of placement clients who started a job. Include only those clients who during the quarter started their first job as a result of job placement. If a person started his first job in one quarter and was replaced in a later quarter he would be included in this report for the first quarter and not again for the later quarter. This means that each person who starts at least one job as a result of placement will only be reported once on this form.

Characteristics of only rehab clients placed prior to July 1, 1977 should not be reported on this form.

STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
Rehabilitative Services Division

JOB PLACEMENT FEEDBACK

FACILITY: _____ PLACEMENT PERSON: _____ REPORTING DATE: _____ DATE: _____

RSD NUMBER	DATE REFERRED TO JOB INTERVIEW	DATE STARTED ON JOB	JOB TITLE	PLACE OF EMPLOYMENT	TYPE OF EMPLOYMENT FULL-TIME OR PART-TIME PERMANENT OR TEMPORARY	RATE OF PAY, WEEKLY	REFERRAL SOURCE OR/AGENCY	NUMBER OF PLACE-MENT TRIES FOR STARTS	STATUS & PAY RATE 60 DAYS	STATUS & PAY RATE 6 MOS.	STATUS & PAY RATE 1 YEAR	REASON FOR TERMINATION FROM JOB AND DATE OF SUCH ACTION	TOTAL NUMBER OF FOLLOW-UP CONTACTS TO DATE

MIS Form 9
June 1977

MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____

Program Title: _____ Reporting Period: _____

CLIENTS STARTING A JOB THIS QUARTER		
CHARACTERISTICS (#1-12 Primary disability only)	Number	Percent of Total
Total number of persons		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard-of-Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character & Personality Disorders		
11. Addictive Disorders		
12. Other Orthopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22- 54		
20. Age 55 and over		
21. No High School Diploma or equivalency		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

COMMENTS: